







MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
 Performance & Development SOLUTIONS http://learnatpds.iowa.gov/		1 Listening – The Forgotten Skill (MTS GI 003)	2  Take advantage of State pricing on computer classes through New Horizons. Learn More	3 Professional Impact (MTS GI 084)
6	7 Diversity Training for Employees (MTS GI 450) (½ day – morning) CANCELLED Managing Your Time & Priorities (MTS GI 090) Project Management (MTS PT 103) - (Day 1) (CLASS FULL)	8 Performance Evaluation (MTS NC 401) Project Management (MTS PT 103) - (Day 2) (CLASS FULL)	9 Advanced Principles of Comm. Part 1 – Authenticity (MTS AU 001) Managing Conflict & Resistance in the Workplace (MTS GI 165)	10  State Holiday
13 Human Relations (Day 1) (MTS SC 203)	14 Human Relations (Day 2) (MTS SC 203) Introduction to State Procurement (1/2 day) (MTS SP 001)	15	16 ** JUST ADDED ** Project Management Fundamentals (MTS PT 123)	17  ★ NEW! Over 500 courses available 24/7 from your desk!
20 New Cohort January 2018  CPM Certified Public Manager Program	21 Diversity Training for Managers (MTS GI 400)	22	23  Thanksgiving Day State Holiday	24 State Holiday
27	28 From Interview to Hire (MTS NC 301)	29	30	

Crucial Conversations® course now available contact
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